Board and Administrator Roles

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| **Task** | **Board (Chair)** | **Administrator** |
| Board Team Building | Lead |  |
| Build and sustain organizational culture |  | Lead |
| Board Meeting Chair | Lead |  |
| Board meeting agenda |  | Lead |
| Board recruitment | Lead |  |
| Board orientation, development, and assessment | Lead |  |
| Hire, assess, and remove the administrator | Lead |  |
| Set staff policies including criteria for hire | Lead |  |
| Propose staff needs |  | Lead |
| Identify and gather information on potential teachers |  | Lead |
| Communicate with staff candidates |  | Lead |
| Lead staff candidate interviews |  | Lead |
| Make hire decisions | Lead |  |
| Hire staff and volunteers |  | Lead |
| Staff development and assessment |  | Lead |
| Staff team building |  | Lead |
| Staff recognition |  | Lead |
| Staff Care |  | Lead |
| Establish mission, vision, and values | Lead |  |
| Communicating mission, vision, values |  | Lead |
| Implementing mission, vision, and values |  | Lead |
| Develop and assess programs |  | Lead |
| Create in school fundraising plans |  | Lead |
| Cultivate and ask major donors | Lead |  |
| Develop annual budget |  | Lead |
| Approve Annual budget | Lead |  |
| Monitor budgets and produce financial reports | Lead |  |
| Operational Day-to-Day finances |  | Lead |
| Prayer-- Seek the blessing of God for the organization | Lead | |
| Annual planning |  | Lead |
| Annual reporting |  | Lead |
| Students and Parents | interviewing, accepting, correcting |  | Lead |